

CIA INTERNAL USE ONLY

26 November 1957

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT : Weekly Activities Report #48  
19 - 26 November

1. Basic Management. Basic Management #39 (GS 11-13) will start on 2 December. Mr. Kirkpatrick, the IG, will discuss problems of management with members from this class and class #38 during the first session of the course. The reading matter for the class has been revised in an attempt to stress a number of basic points, keep the readings fairly short, and approach management problems from an Agency viewpoint.

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2. Basic Supervision. On 19 November Mr. Gordon Stewart, Director of Personnel, addressed [ ] first-line supervisors about frequently recurring supervisory problems as seen by someone in his position. This meeting was the second large follow-up meeting for Basic Supervision and the audience was made up of members of ten former supervision courses.

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The new course, Introduction to Supervision, for GS 5-7 is oversubscribed and the final roster of [ ] students represents 12 Offices in the Agency.

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Basic Supervision #36, scheduled to begin on 9 December for GS 9-11 supervisors is also oversubscribed at this time.

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3. General. On Friday, 22 November, [ ] pinch-hit for Mr. [ ] on the subject of Organization and Function of CIA and Its Place in the Intelligence Community for a group from the Office of Security.

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[ ] doubled off the outhouse wall in center field.

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[ ] attended a discussion of work simplification techniques on 22 November in the Management Staff's headquarters in the Matomic Building. The consensus of the meeting was that work simplification was a good thing.

/ Chief, Management Training Faculty

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